

Memorial High School Booster Club

21st Annual Memorial High School Craft Fair

Saturday, November 13, 2010, 9 AM – 3:00 PM

Manchester Memorial High School
One Crusader Way, Manchester, NH 03103

The Memorial High School Craft Fair is celebrating its 21st year in November of 2010!

Our thanks go to our participant crafters whose fine craft work keeps shoppers returning year after year and the visitors who contribute to important programs for Manchester area students with their admission donations. Our thanks also go to all the volunteers from the Memorial High School Booster Club and the student members of clubs and athletic teams who help out throughout the day.

The craft fair is always held the second Saturday in November. The Memorial High School Booster Club benefits from the proceeds from the space rentals & admissions. These funds are then used to sponsor various education programs including school and sports clubs and college scholarships. In addition Memorial High School clubs and teams are invited to hold their own fundraisers during the fair. Thank you for your support of this beneficial event!

Application Procedure

Please complete and return the enclosed application form with a check payable to The Memorial Booster Club, by June 1, 2010. Please include a stamped, self-addressed postcard or envelope if you wish to confirm receipt of your application. Preference for placement will be given to prior participants. First time participants will be placed, as space is available, on a first come first served basis, based upon the date of the receipt of your application.

Handmade items are required by the MCF. Although we do our best to monitor that manufactured items are not sold, we ask each crafter to abide by our rules as we cannot police each booth prior to the opening of the fair.

The application, check (**made out to Memorial Booster Club**) and any questions or concerns should be addressed to:

Tracey McClelland
Craft Fair Coordinator
Manchester Memorial High School
One Crusader Way
Manchester, NH 03103
603-261-0198
TraceyMcClelland@yahoo.com

Please do not telephone Memorial High School regarding the craft fair.

Space/Table Fees

5 'x 10'	\$50
8' x 8'	\$60
6' Table Rental (optional)	\$12
8' Table Rental (optional)	\$15

A \$20 fee will be assessed for returned checks

Cancellations

Cancellations must be made in writing; email is acceptable. If your space or table can be filled from the wait list at the time of cancellation, your fee will be refunded less a \$20 administrative charge. You will then be invited to participate in the 2011 craft fair. Crafters who fail to provide a written cancellation notice prior to the fair will not be permitted to participate in the 2011 fair. There will be no refund if the space cannot be filled. Exceptions will be made only in extenuating circumstances at the discretion of the coordinators.

Load In

You may begin load in and set up at 6:00 AM the day of the fair. **No load in will be allowed the night before the fair.** School insurance regulations and security issues prevent us from allowing crafters into the school prior to the morning of the fair. Volunteers will direct you where to drive. Please remain in your car until students are ready to assist you with load in. As always, students will be available to empty your car and carry your items to your space under your direction. After unloading, please move your vehicle as soon as possible; students will direct you where to park.

Crafter Breaks

Volunteers will be available throughout the day to offer crafters short breaks. Students will also sell refreshments and take lunch orders for delivery. Please alert the coordinators of any special needs prior to the craft fair.

Crafter Obligations

All tables must be covered. There are no chairs available; please bring your own. Raffles, food sales, or sales of non-craft items are not permitted except with prior written permission from the coordinators. Because of space constraints and past problems, no more than two individuals may staff the table/space, and children under 10 are not permitted to stay the entire day. Your table or space must be set up by 8:45 AM and remain staffed and set up until 3:30 PM. Any crafters who break down their displays early will not be permitted to participate in the 2011 craft fair. The Memorial High School Booster Club and Memorial High School are not responsible for any lost or damaged craft items.

Advertising

Please let us know if you are able to display craft fair posters (8.5"x11") in your neighborhood prior to the fair. Please let us know how many you would like by completing the question regarding posters on your craft fair application.

We look forward to your participation in the 21st Annual Memorial High School Craft Fair. We are very excited about the changes this year and expect a great turnout.

Thank you for your support!

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Please return to: Craft Fair Coordinator, Manchester Memorial High School, One Crusader Way, Manchester, NH 03103, TraceyMcClelland@yahoo.com. Checks made payable to **MEMORIAL BOOSTER CLUB**.

Deadline: Application and fee must be received by **June 1, 2010**

Name(s): _____

Business Name: _____
(If different)

Address: _____

Town: _____ State: _____ Zip: _____

Phone Day: _____ Eve: _____

E-Mail: _____

Brief description of your craft: _____

Would you like to hang posters (8.5"x11") in your area? If so, how many? _____

Type of space requested:

☐ 5' x 10' Space (\$50) ☐ 8' x 8' Space (\$60)

Preferred Location: ☐ Gym ☐ Cafeteria

Were you a 2009 Crafter? Yes ____ No ____

If yes, Booth #? _____

Special requests: _____

_____ 8' Table(s) (\$15 each) (*optional*) _____ 6' Table(s) (\$12 each) (*optional*)

Signature _____ Date _____

MBC use: Paid: _____ Check # _____ Confirmation Sent: _____